



Assistant Accounts Manager
EAST WEST UNIVERSITY

Job Category: Accounts/Finance/Auditing

Job Source: ০০০০০ ০০০০০ ০০০০

Job Summary

Posted On: 25 Oct 2024

Application Deadline: 14 Nov 2024



EAST WEST UNIVERSITY

Progoti Foundation for Education and Development

Permanent Sanad Holder

Vacancy Announcement

East West University, a leading private university, and an equal opportunity employer invites applications for the following administrative positions:

1. Instructor (CSE Lab)

Number of position: 01

Educational Requirements:

- A Bachelor's Degree in Computer Science and Engineering with a minimum of four years of university education from a reputed institution.
- Excellent academic results are a must.

Age: Maximum 30 years.

2. Assistant Accounts Manager

Number of position: 01

Educational Requirements:

- Excellent academic credentials; MBA/MBS/M.Com with Accounting/Finance as major
- CA/CMA/ACCA partly qualified candidates shall be given preference.

Essential Requirements:

- Advance user of MS Office applications and e-TDS software.
- Should have a basic knowledge of chart of accounts and accounting codes.
- Good communication skill in English both spoken and written.
- Understanding of the importance of confidentiality.

Experience:

- At least 5 (five) years of working experience in the relevant field.
- Should have experience of working in ERP environment.

Age: Maximum 40 years.

3. Research Assistant

Number of position: 01

Qualifications:

- MA/MSc/equivalent degrees from a reputed university with good CGPA
- Knowledge of in-text citation and referencing according to APA and MLA styles
- Knowledge of Reference Manager (e.g. Endnote, Mendeley, etc.)
- Efficiency in MS Office and Excel
- Good command of English (Reading, writing, speaking, listening)

Experience:

Experience as a Research Assistant/Associate/similar position would be preferable

4. Programmer

Number of position: 01

Qualifications:

- Bachelor's or master's in computer science/software engineering or a related field from a reputed university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations.
- Appropriate knowledge and experience in front-end and back-end technologies such as .NET Framework (.NET Core, MVC 5), C#, CSS, Angular JS, React JS etc.
- Sound knowledge and experience in database management systems such as MS SQL Server, MySQL etc.
- Understanding of RESTful APIs and web services.
- Familiarity with cloud platforms such as Azure and AWS will be an asset.

Experience: At least 5 (five) years of working experience in full-stack software development.

Age: Maximum 40 years.

5. Assistant Engineer (Civil)

Number of position: 01

Qualifications: B. Sc. in Civil Engineering from any reputed university with a minimum CGPA-2.5 out of 4 or 3 out of 5 in all examinations. Knowledge in computer applications particularly, AUTO CAD, MS OFFICE & Excel are required.

Experience: Minimum 03 (three) years practical experience in construction, maintenance and supervision of civil works, estimating and bill preparing of civil works.

Age: Maximum 35 years.

6. Fire Marshal

Number of position: 01

Qualifications: Minimum S.S.C or equivalent.

Experience: At least 20 years of experience in Bangladesh Fire Service & Civil Defence.

Age: Maximum 50 years.

7. Departmental Officer

Number of position: 03

Qualifications: Master's degree in any discipline from a reputable University. At least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all the examinations. Must have good drafting skill in both English and Bangla. Computer skill in office application packages, data management/processing and Internet is essential with minimum typing speed in English-30 wpm and in Bangla-20 wpm. He/she should possess good command in English, strong interpersonal relationship skills and flexible to work in a variety of situations.

Experience: 01-02 year(s) of practical experience in any private university will be given preference.

Age: Maximum 35 years

8. Lab Officer (Physics Lab)

Number of Position: 01

Qualification: Candidate should have M. Sc. with B. Sc. (Hons.) in Physics/Applied Physics from a reputed university with at least 2nd Division/Class/CGPA-3 out of 4 or 3 out of 5 in all the examinations. A candidate with a diploma/training in computer applications will be preferred.

Experience: 01-02 year(s) practical experience in maintaining lab/relevant areas will be given preference.

Age: Maximum 35 years.

9. Lab Officer, Department of CSE

- a) Image Processing Lab: Number of Position: 1
- b) Augmented Reality Virtual Reality Lab: Number of Position: 1
- c) Human Computer Interaction Lab: Number of Position: 1
- d) Lab Officer (Big Data Analytics and Cyber Security Labs): Number of Position: 1

Qualification: B.Sc. in Computer Science and Engineering from any reputed university with a minimum CGPA-2.5 out of 4 or 3 out of 5 in all the examinations.

Experience: Should have a minimum of 02 years of practical experience in the maintenance of hardware, software, and networking.

Age: Maximum 35 years.

10. Lab Officer (Pharmacy)

Number of Position: 01

Qualification: Master's degree in Pharmacy/Biochemistry/Microbiology/Genetic Engineering & Biotechnology/related disciplines from a reputed University with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. Candidates with a Pharmacy degree will be given preference.

Experience: 01-02 year(s) of practical experience in maintaining Pharmacy/Biochemistry/Chemistry lab equipment and in assisting lab experiments will be given preference.

Age: Maximum 35 years.

11. CCTV Monitoring Operator (Junior)

Number of position: 01

Qualification: Minimum SSC in science group. CCTV security camera and networking certificate are preferred.

Experience: At least 01 (one) year practical experience in operating and maintaining surveillance equipment, watching both live and recorded video surveillance footage. Experience in a security/similar position will be preferred.

Age: Maximum 30 years.

Salary and benefits commensurate with qualification and experience. Only short-listed candidates will be invited for the next selection process.

Please apply through East West University website link jobs.ewubd.edu or to the Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 14 November 2024